INSTRUCTIONS FOR AUTHORS

MANUSCRIPT SUBMISSION
Manuscript Submission
Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

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Our word limit is 8000-10000 words. Staying within those limits improves the chances of your submission to be reviewed speedily.

TITLE PAGE
The title page should include:

- A concise and informative title
- The name(s) of the author(s)
- The institutional affiliation(s) and full address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the corresponding author
- A starred footnote on the same page should state acknowledgements, sources of funds, etc. if any

The paper itself should begin on the next page numbered (page 1). As we follow a double blind refereeing process, page 1 (i.e., the page after the title page) of the paper should contain only the title and not the name(s) of authors.

Abstract
Please provide an abstract of 150 to 200 words. The abstract should not contain any undefined abbreviations or unspecified references.

Keywords & JEL Classification codes
Please provide 4 to 6 keywords which can be used for indexing purposes and also some JEL classification codes.
Text Formatting
Manuscripts should be submitted in Word.

- The text of a research paper should be divided into Introduction, Materials and Methods, Results, Discussion, Acknowledgements, Conflict of Interest, and References.
- Use a normal, plain font (e.g., 10-point Times Roman) for text.
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- Use the automatic page numbering function to number the pages.
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- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

Manuscripts with mathematical content can also be submitted in LaTeX.

- LaTeX macro package (zip, 182 kB)

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Please use the decimal system of headings with no more than three levels.

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Abbreviations should be defined at first mention and used consistently thereafter.

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Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

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Acknowledgments
Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

REFERENCES

Citation
Cite references in the text by name and year in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson 1990).
- This result was later contradicted by Becker and Seligman (1996).
- This effect has been widely studied (Abbott 1991; Barakat et al. 1995; Kelso and Smith 1998; Medvec et al. 1999).

Reference list
The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.
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- **Journal article**

- **Article by DOI**

- **Book**

- **Book chapter**

- **Online document**

Journal names and book titles should be italicized.
For authors using EndNote, Springer provides an output style that supports the formatting of in-text citations and reference list.

- **EndNote style (zip, 2 kB)**

### TABLES

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
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For the best quality final product, it is highly recommended that you submit all of your artwork – photographs, line drawings, etc. – in an electronic format. Your art will then be produced to the highest standards with the greatest accuracy to detail. The published work will directly reflect the quality of the artwork provided.

### Electronic Figure Submission

- Supply all figures electronically.
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- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MSOffice files are also acceptable.
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Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

**Line Art**

- Definition: Black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
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- Definition: a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.
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• Color art is free of charge for online publication.
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• If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, "A1, A2, A3, etc." Figures in online appendices (Electronic Supplementary Material) should, however, be numbered separately.

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• Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
• Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
• No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
• Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
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• When preparing your figures, size figures to fit in the column width.
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Numbering

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